



ETHICS REVIEW COMMITTEE
Faculty of Humanities
University of Kelaniya

For office use only

Application No : ___ / ___ / _____ **Date received** ___/___/_____
Version :

Name of the Applicant: (Prof/Dr./Mr./Ms.)

Names of the reviewers:

- 1.
- 2.
- 3.

Decision of the ERC Faculty of Humanities, Univ. of Kelaniya:

Annex III – STUDIES INVOLVING CULTURAL PROPERTIES

The application for ethical clearance should be completed and signed by the principal investigator of the study involving CULTURAL PROPERTIES¹. Please read the **instructions carefully before completing the application** and ensure all relevant documents are included in the application to avoid any delays in processing the application.

CHECK LIST (Mark all included documents)

One copy each of the following

1. Cover letter signed by the applicant
2. Proof of processing fee payment
3. A letter of verification/certificate(s) issued by the relevant authority to the investigator(s)
4. Application form
5. Annex III (Cultural Properties)
6. **03 copies** of the following documents

		Date	Version
I	Informed Consent Form ² English Sinhala Tamil		
II	Participant information sheet/ Questionnaire (if applicable) English Sinhala Tamil		

7. Material Transfer agreement (if applicable)

¹ The term "Cultural Properties" in this annex accepts and abides by the laws and definitions given in the UNESCO- Protection of Cultural Properties Act with regard to all the tangible and intangible cultural products. Further information is available: www.unesco.org/culture/natlaws/media/pdf/.../kp_actproteculpropertes_engtno.pdf

² Give reasons if the Informed Consent Form is prepared only in one language.

8. **Email** documents submitted (copy of signed cover letter, application form, Annex III, letter of verification/ certificate(s) (if applicable Informed Consent form, Data Sheet as a *pdf* file to erc.hu.@kln.ac.lk at the time of submission
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NOTE:

All documents must carry the date and version number as a header. Your application will not be processed until all required documents are received by the ERC office. Abide

(General Information)

1. Title of Research Project:

2. Principal Investigator(s): (A **Principal Investigator (PI)** is the holder of an independent grant administered by a university and the lead researcher for the grant **project**)

Name (Prof./Dr./Mr/Ms):	
Designation (Prof., Senior lecturer, Research Officer etc.) Name and the address of institution where the applicant is attached:	
Highest educational qualification:	
Mailing address if different from above:	
Phone:	e-mail:

3. Location(s) where the research will be conducted:

All study sites (archaeological sites/ museums/ archives/ other relevant locations and institutions etc.,)

Location	Type of site (protected monument/ archaeological site/ museum/ private collection etc.,)

4. Investigator(s) qualification to conduct the study (if applicable)

4.1 Have all the investigators in this study involved in the study undergone the necessary training? Yes No

Specify all training received:

Name of investigator	Training Program/ Institution	Duration	Type of training received

5. Ethical review

5.1 Has ethical review for this study been requested earlier from this Ethics Review Committee?

* *Attach documentary evidence* Yes No

If Yes,

Reference number	
Decision*	
Date	

5.2 Has ethical review for this study been requested from any other Ethics Review Committee?

Yes No

If Yes,

Reference number	
Decision *	
Date	

5.2 Has this study been submitted to an ERC / similar body in the country/ countries of foreign collaborator/s? Yes No

If Yes,

Reference number	
Decision *	
Date	

6. Has this project been subjected to scientific review?

Yes No

If Yes,

Name and address of the committee	
Decision *	
Date	

7. Funding for the project

Funding Status	Source of funding	Budget (Rs.)
Funded <input type="checkbox"/>	Agency:	
Applied for funding <input type="checkbox"/>	Agency:	
Unfunded <input type="checkbox"/>		

If unfunded, justify why no funding is needed:

PART II (Research Protocol)

1. Project Title³

1.1 Project duration

Estimated start date:

Estimated completion date:

1.2 Summary of the research project

Provide brief background, objectives and the rationale of the project (maximum one page). Please include references in this section.

1.3 Methodology

Description of the procedures : Describe in DETAIL all procedures and techniques to be used including the laboratory experiments/ museum observations etc., Use flow charts to illustrate procedures as appropriate. Append additional page(s) if necessary. Include the following:

1. Study design
2. Study population

³ Attach as a separate document for all sections:1.1, 1.2, & 1.3

3. Sample size and calculation of sample size
4. Inclusion criteria
5. Exclusion criteria
6. Study instrument/s
7. Pilot study
8. Description of procedure(s)
9. Data collection (*Include Data Sheet/Questionnaire*)
10. Data analysis
11. Dissemination of results

PART III (Site observation)

(Studies carried out in protected monuments/archaeological sites only)

8. Observation of sites/ monuments

8.1 What level of intervention will be involved?

- | | |
|--|--------------------------|
| Observation of monuments | <input type="checkbox"/> |
| Copying/ tracing | <input type="checkbox"/> |
| Measuring of monuments | <input type="checkbox"/> |
| Taking digital photographs/ video shoots | <input type="checkbox"/> |
| Microscopic interventions | <input type="checkbox"/> |
| Others (Please specify) | <input type="checkbox"/> |

8.2. Have you obtained the necessary permission from the relevant authorities?

Yes No

**Submit documentary evidence of necessary permission. .*

9. Procedures and treatments

9.1 Are there any administration of chemicals on the monuments?

Yes No

If Yes, on what level (append additional pages if necessary):

Volume of chemicals expected to be applied:
Method of administration:
Any risks:
Special requirement(s):
Precautions to be taken by the investigator (including staff):

9.2 Please provide your justification of why you cannot perform your research without the procedure/s applied in above 9.1

PART IV (PART IV (Use of samples/ pigment/ articles)
(For studies involving samples from protected cultural properties only).

10. Selected Samples (Complete this section regarding handling samples -if applicable).

10.1 Justify the importance of the use of particular sample(s)/pigments/particles in your study.

10.2 Provide procedure(s) for collection, storage and transportation of sample(s)

10.3

Will samples collected during the study be stored in a laboratory/ transported to a different place for investigation etc.?
Yes No

If Yes, what precautions will be taken into consideration to protect the transferred material?

10.4 Will samples collected during the study be taken out of the country for investigation or storage?
Yes No

If Yes, provide details of the material transfer agreement.

**Submit documentary evidence of necessary permission.*

10.5 Justify the reasons for transferring of data and /or materials to the country of foreign collaborator

PART V (Ethical Considerations)

10. Assessment of risks/ benefits

10.1 Are there any risks to the properties that have been examined in the study?

Yes No

If Yes, please identify them and state how you plan to prevent or minimize these risks.

10.2 Are there any benefits to the properties you involved in the study by means of conservatory procedures/ restoration criteria ?

Yes No

If Yes, please specify the benefits?

10.3 Are there any risks to research team by conducting this study?

Yes No

If Yes, identify the risks to the investigators and state the measures to be taken to prevent or minimize these risks.

10.4 What is the procedure for dealing with adverse effects?

10.6 What is the procedure for reporting adverse effects?

11 Sampling/ recruitment procedure

11.1 Does the study involve the properties of vulnerable condition?

Yes No

If Yes, provide justification for including a properties of vulnerable condition for the study.

11.2 How do you plan to ensure fair selection of vulnerable properties?

11.3 What is the procedure for obtaining consent?

**Submit documentary evidence of necessary permission.*

12. Rights of the Cultural Properties and the use of it

12.1 What is the procedure for maintenance of data to ensure the authentic values?

**Submit documentary evidence of necessary permission.*

12.3 What is the future of data to ensure the cultural identity and ethical use of the data obtained?

13. Conflicts of Interest

13.1 Will the researcher(s), members of the research team, and/or their partners or immediate family members: receive any personal benefits (e.g., financial benefit such as remuneration, intellectual property rights, rights of employment, consultancies, board membership, share ownership, stock options, etc.) as a result of or in connection with this study?

Yes No

13.2 If Yes, please describe the benefits below. (Do not include conference and travel expense coverage, or other benefits which are considered standard for the conduct of research)

13.3 Are the investigators paid?

Yes No

..... _/___/____
Signature of Supervisor Date

16. Acknowledgment

Name of Applicant: (Prof/Dr/Mr/Ms)
Title of study:

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Thank you for submitting the above research proposal. The proposal has been assigned the protocol number stated above. It will be considered by the Ethics Review Committee at its meeting on _____ and will be assigned to three principal reviewers. The ERC may contact you in due course if any clarifications; additional documentation; or revisions are required.

Secretary
Ethics Review Committee
University of Kelaniya

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RISK MATRIX: VULNERABILITY AND RESEARCH RISK

12 Indicate the Risk Level for this project by checking the intersecting box

Group Vulnerability	<u>Research Risk</u>		
	Low	Medium	High
Low	1 <input type="checkbox"/>	1 <input type="checkbox"/>	2 <input type="checkbox"/>
Medium	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
High	2 <input type="checkbox"/>	3 <input type="checkbox"/>	3 <input type="checkbox"/>

Overall Risk Level :

Risk level= 1: Expedited Review; Risk level = 2 or 3: Full Board Review